



Luxembourg, **MAY 28 2019**

REF.: CDT-AD8-2019/01
CHIEF ACCOUNTING OFFICER
GRADE: AD8 (AT 2B)
DEPARTMENT: DIRECTOR'S OFFICE
PLACE OF EMPLOYMENT: Luxembourg

The Translation Centre for the Bodies of the European Union (the 'Translation Centre') was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg. Since its creation, the Centre's workload has significantly increased and it now employs around 200 people.

In order to meet the needs of the Director's Office – Accounts Department, the Translation Centre is organising a selection procedure with a view to drawing up a reserve list for the recruitment of a temporary member of staff, in accordance with the general provisions of the Conditions of Employment of other servants of the European Union, Article 2(b), in the capacity of **chief accounting officer**.

The mission of the chief accounting officer is to develop, coordinate and implement the finance policy laid down by the Director and the Head of the Administration Department in order to ensure that it is coherent and consistent with the Centre's general policy; the chief accounting officer also has an advisory role with regard to the areas of responsibility of the Director and management.

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NATURE OF TASKS

1. **Team management**: contribute to the Centre's work programme and activity report; ensure a good working atmosphere within the team and motivate the team to achieve the expected delivery objectives; organise and distribute work among staff members for the performance of tasks; exercise leadership conducive to generating and sustaining motivation; provide mentoring to develop the team's potential; establish training needs and contribute to performance evaluation of team members in order to facilitate efficient organisation and competent, satisfied and effective staff.
2. **Management of accounting projects and processes**: ensure the implementation of accounting activities in accordance with the established principles for managing projects and processes:
 - **General account keeping and organisation**: ensure correct processing of payments and collection of revenue; prepare and draw up accounts; keep accounts; implement, in accordance with Title VII of the financial regulation, the accounting rules and methods as well as the accounting plan in accordance with the provisions laid down by the Commission's accounting officer; determine and

validate the accounting systems and, where appropriate, validate the systems determined by the authorising officer in order to provide or justify accounting information; manage cash flows, in order to establish and draw up the Centre's accounts.

- Development of the Centre's cost accounting: maintain a model for allocating the Centre's direct and indirect costs in order to determine the actual cost of services.
 - Preparation of statistics and invoicing of translation services: draw up all the statistical reports enabling clients to be invoiced at the price set by the Centre's Management Board; monitor communication with clients and suppliers and coordinate activities in order to deal with any invoicing issues.
 - Internal control in the area of accounting: implement internal control standards to manage the risks associated with running the Centre.
 - Management of audits: plan the work to be carried out internally by other departments so as to provide timely responses to the Court of Auditors and external auditors, and liaise with these authorities.
 - Coordination and verification of accounts in relation to fixed assets management: track and check all items of the Centre's inventory in order to reflect its assets in the balance sheet; put in place inventory control procedures.
3. Analysis and advice: advise and provide guidance to the Director's Office, heads of department and heads of sections with regard to finance policy.
4. Interinstitutional relations: attend external work meetings or conferences in order to represent the Centre in interinstitutional activities relating to accounting; assist the head of department in responding to ad-hoc requests from the Court of Auditors, the European Parliament or the internal auditor.

1. SELECTION CRITERIA

To be eligible to take part in this selection procedure, the applicant must, on
.....**JUN. 2. 8. 2019**....., the closing date for applications, meet the following conditions:

a) ELIGIBILITY CRITERIA

- Be a national of a Member State of the European Union;
- Qualifications: have a level of education which corresponds to a completed course of university studies, accredited by a diploma, where the normal duration of these studies is four years or more;
or
have a level of education which corresponds to a completed course of university studies, accredited by a diploma, with appropriate professional experience of at least one year, where the normal duration of these studies is at least three years;
- professional experience: since obtaining the above-mentioned qualifications and professional experience, applicants must have at least nine years of full-time professional experience, including

at least five years of experience in a full-time management role, in the areas covered by this publication;

- language skills: excellent knowledge of one of the official languages of the European Union and good knowledge of another official language of the European Union, to the extent necessary for the performance of the duties.

b) ESSENTIAL TECHNICAL SKILLS

Applicants will have:

- At least five years of relevant experience acquired in one of the institutions or bodies of the European Union;
- Very good knowledge of French and English;
- Extensive professional experience with regard to the Financial Regulation and its implementing rules;
- Extensive professional experience in accounting and knowledge in the areas of finance and audits;
- Experience in monitoring and use of computer-based accounting systems.

Knowledge of any other official languages of the EU is considered an asset.

c) ESSENTIAL NON-TECHNICAL SKILLS

- Communication skills: comfortable interacting at all hierarchical levels and in a multicultural environment; excellent writing skills; conceptualisation and formulation skills; ability to run meetings; ability to negotiate.
- Organisational abilities: ability to judge the importance of different tasks/requests and establish priorities, analytical mindset, ability to coordinate multiple activities, methodical approach and ability to take initiative, versatility.
- Leadership: ability to inspire, empower and engender trust, excellent listening skills, ability to secure the commitment of everyone to the mission and objectives, foster a climate of continuous feedback, skilled at delegation and supervision.
- Management skills: ability to motivate a team, encourage it to achieve set goals and develop individual potential.
- Responsibility: highly rigorous and passionate about excellence, discretion, respect for confidentiality, availability, willingness to achieve objectives whilst respecting determined priorities, ability to take ultimate responsibility for the team's actions.
- Adaptability: open-mindedness, ability to work under pressure, willingness to take on new tasks and to develop.

2. SELECTION PROCEDURE

a) PRE-SELECTION STAGE

The pre-selection stage will be in two parts:

- The first will be based on the above-mentioned eligibility criteria (point 1(a)) and aims to establish whether applicants meet all the eligibility criteria and all formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected.
- The second will take account of professional experience and other aspects mentioned in point 1(b) ('Essential technical skills'). This stage will be marked on a scale from 0 to 20 (pass mark: 10).

The 15 applicants who obtain the highest marks in the pre-selection stage will be invited to an interview with the Selection Committee.

b) SELECTION STAGE

The selection stage will follow the procedure described below. It consists of an interview with the Selection Committee to assess applicants' ability to carry out the duties described above. The interview will also enable an assessment of the applicants' specialist knowledge and their aptitude to work in a multicultural environment.

The interview will be marked out of 20 (pass mark: 12).

After the interviews, the Selection Committee will draw up a reserve list in alphabetical order. The reserve list will be valid for 12 months after the date on which it is drawn up and that period may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

3. RECRUITMENT

Depending on the budgetary situation, selected applicants may be offered a temporary three-year contract, renewable once for a period of one year, in accordance with the Conditions of Employment of other servants of the European Union. The role is considered to be a permanent position. Consequently, the successful applicant will be offered the option of being appointed an official, subject to passing a test. Subject to the level of confidentiality of the work carried out, the successful applicant may be required to apply for security clearance.

The successful applicant will be recruited to function group AD, grade 8. The corresponding basic monthly salary (step 1) is EUR 6 934.02. In addition to the basic salary, various allowances may be added, such as a household allowance, an expatriation allowance (16 % of the basic salary), etc.

In addition, in order to be eligible, and before being appointed, the applicant must:

- have fulfilled any military service obligations imposed by law;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)¹;

¹ Applicants must provide an official certificate confirming that they do not have a criminal record.

- undergo a medical examination by a medical officer from a service nominated by the Translation Centre in compliance with the provisions of Article 28(e) of the Staff Regulations of Officials of the European Union.

4. APPLICATION PROCEDURE:

Interested applicants must complete their online application before expiry of the deadline.

We strongly advise applicants not to wait until the last few days to apply. Experience has shown that the system may become overloaded nearer to the closing date for applications, which may make it difficult to apply before the deadline.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and accepts applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation, disability, marital status or family situation.

INDEPENDENCE AND DECLARATION OF INTEREST

Prior to taking up a post, the successful applicant will be required to make a declaration whereby they undertake to act independently in the public interest, and also a declaration relating to any interest that might be construed as adversely affecting their independence.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

Applicants who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding said decision from the Chair of the Selection Committee, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 1).

REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in selection procedures have the specific right of access to certain information concerning them directly and individually. By virtue of that right, supplementary information concerning their participation in the selection procedure may be supplied to applicants on request. Applicants must submit their request in writing to the Chair of the Selection Committee within one month of notification of the results obtained in the course of the selection procedure. They will receive a reply within one month. Requests will be dealt with in keeping with the confidential nature of Selection Committee proceedings, in accordance with the Staff Regulations.

PERSONAL DATA PROTECTION

The Translation Centre, as the body responsible for organising the selection procedure, will ensure that applicants' personal data are processed as required by Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. This applies most particularly to the confidentiality and security of such data.

The applicant has the right of recourse to the European Data Protection Supervisor at any time (edps@edps.europa.eu).

Please consult the [specific confidentiality declaration](#).

The Staff Regulations of Officials of the European Union apply to selection procedures. Please note that all procedures are covered by the confidentiality obligations stated in these Regulations. If, at any stage of the selection procedure, applicants are of the opinion that a particular decision has prejudiced their interests, they may take the following course of action:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

- Send a letter requesting further information or a review, and stating their case, to:

The Chair of the Selection Committee CDT-AD8-2019/01

Office 3076
Translation Centre
12E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 days of the date of dispatch of the letter informing them of the decision. The Selection Committee will reply as soon as possible.

II. APPEALS

- Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, which should be sent to the following address:

Authority Empowered to Conclude Contracts of Employment (Ref.: CDT-AD8-2019/01)

Office 3076
Translation Centre
12E, rue Guillaume Kroll
L-1882 Luxembourg

The time limits for initiating these two types of procedure start to run from the date on which applicants are notified of the act allegedly prejudicing their interests (see the Staff Regulations as amended by Council Regulation (EC, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15 – <http://eur-lex.europa.eu/oj/direct-access.html?locale=en>).

Applicants should note that the Authority Empowered to Conclude Contracts of Employment does not have the power to amend the decisions of the Selection Committee. The Court of Justice has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless the rules which govern the proceedings of selection committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

- Applicants may address their complaint to:

European Ombudsman

1, avenue du Président-Robert-Schuman – BP 403

F-67001 Strasbourg Cedex

pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).

Applicants should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or for

submitting appeals to the Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. Please also note that pursuant to Article 2(4) of Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the bodies concerned.